

**CITY OF GREENBELT, MD
CLASS SPECIFICATION**

CLASS TITLE: Environmental Coordinator I and II
DEPARTMENT: Public Works
REPORTS TO: Assistant Director of Public Works

SALARY GRADE: 12 & 14
FLSA STATUS: N
DATE: 05/2016

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

Performs professional and technical work developing, coordinating, implementing, and administering programs and policies, as well as City compliance with applicable federal and state environmental laws related to environmental issues throughout the City. The work requires utilizing a pro-active approach, promoting awareness of environmental principles while working with citizens of all ages, schools, local, state and national organizations, City advisory boards and committees, volunteers and others active in environmental issues.

ESSENTIAL JOB FUNCTIONS:

Assists in developing and implementing policies, programs, and partnerships that protect the natural environment and promote the City's environmental initiatives.

Assists in developing and managing new environmental standards and regulations.

Assists in the development and review of appropriate policies to guide environmental initiatives.

Ensures that appropriate staff is aware of new or revised local, state, or federal environmental regulations.

Assists in the implementation of programs in accordance with the City's Municipal Storm Water (MS4) permit to achieve National Pollutant Discharge Elimination NPDES compliance.

Manages various automated systems for tracking and maintaining inventory. Identifies discrepancies and assists in resolving issues. Provides reports as needed.

Serves as the City liaison on Environmental Committees and provides assistance and guidance to the Committees.

Meets with citizens and neighborhood groups and homeowners' associations on matters pertaining to the environment and conducts formal and informal presentations. Assist citizens with questions and issues regarding the environment.

Plans, schedules, recruits volunteers and provides operational support for City-wide events related to sustainability and the environment such as Earth Day, America Recycles Day and Lake Cleanups.

Assists with budget preparation.

Creates brochures, mailings, press releases and informational materials for citizens and local publications.

Represents the City at meetings of local, regional and occasionally national organizations. Attends seminars and training relevant to the environment and advises staff of items of interest.

Identifies grant opportunities, compiles supporting data and submits applications.

Organizes and conducts public outreach efforts and public education programs dealing with sustainability and environmental issues, develops and disseminates educational materials.

IMPORTANT JOB FUNCTIONS:

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer General Office Equipment Motor Vehicle

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

At the Level I:

Bachelor's degree from an accredited college or university in Environmental Science, or a related field; and,

One to two years of progressively responsible experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

At the Level II:

Bachelor's degree from an accredited college or university in Environmental Science, or a related field; and,

Four to five years of progressively responsible experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Three years' experience as an Environmental Coordinator I.

Licenses and Certifications:

State of Maryland environmental certification (within 6 months of hire)

NPDES storm water certification or equivalent (Preferred)

Valid driver's license

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Thorough knowledge of the principles and practices of environmental management.

Considerable knowledge on developing, promoting, implementing, and coordinating environmental programs.

Considerable knowledge in order to capture, store, manipulate, analyze and manage data in a Geographical Information System (GIS).

Knowledge of applicable Federal, State and local laws and regulations.

Knowledge of requirements and guidelines for grant writing and review.

The objectives and principles of environmental activities and programs appealing to all ages.

Department organization, standard operating guidelines and policies, rules, and regulations.

Skill in:

Ability to make recommendations on environmental issues.

Ability to analyze, interpret, and apply relevant information.

Preparing clear and concise reports, correspondence and other written materials.

Word processing and spreadsheet applications.

Communicating orally and in writing with internal staff, the general public, and other departmental staff in order to give and receive information in a professional and courteous manner.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Mental and Physical Abilities:

Ability to administer programs within the general policy guidelines and budgetary constraints of the City.

Ability to serve as an advocate for the environment.

Ability and experience in marketing programs in a creative and pro-active manner.

Ability to establish and maintain effective working relationships with a variety of people.

While performing the essential functions of this job the employee is frequently required to sit; use hands to finger, handle, feel or keyboard; speak and hear; lift and/or move up to 50 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

Occasionally the employee will be required to wear and maintain appropriate personal protective equipment or designated safety attire and equipment in designated areas of risk.

The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.